PII BREACH MANAGEMENT

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What is a Breach?

The actual or possible loss of control, unauthorized disclosure, or unauthorized access of personally identifiable information (PII) where persons other than authorized users gain access or potential access to such information for other than authorized purposes where one or more individuals will be adversely affected.

Source: DoD 5400.11-R, "DoD Privacy Program", May 14, 2007

What is Personally Identifiable Information (PII)

PII is information that can be used to distinguish or trace an individual's identity, such as his or her name, SSN, date and place of birth, mother's maiden name, and biometric records, including any other personal information that is linked or linkable to a specified individual.

Has a Breach Occurred?

- Basic questions for determining a breach:

   ▪ Did you lose it?
   ▪ Did someone steal it?
   ▪ Was it compromised?

- If you answered "YES", to any of the questions above you have a reportable breach

Reporting
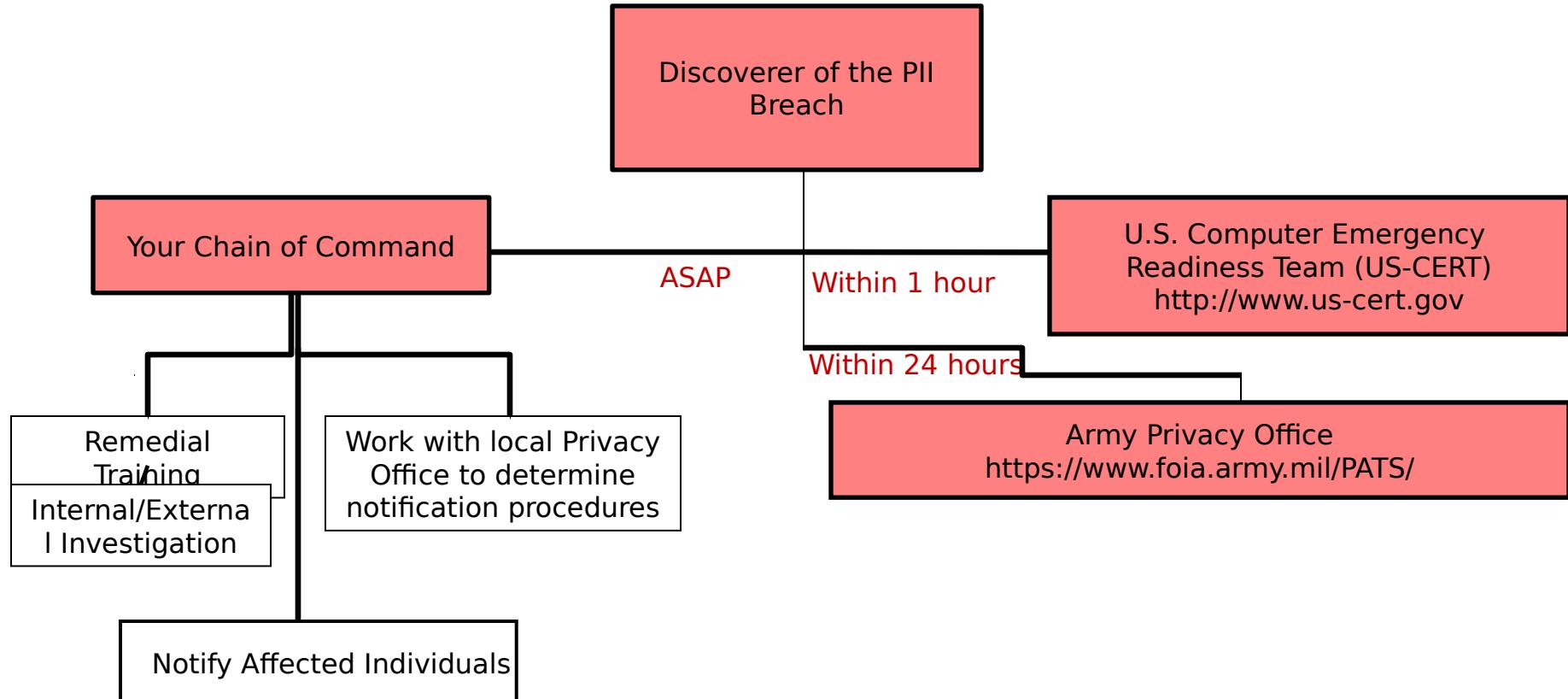# (Upon discovery of actual or suspected breach)

Immediately notify your Headquarters/Command Privacy Officer for assistance if an actual or suspected breach occurred

- **Within 1 hour** report incident to the United States Computer Emergency Readiness Team (US-CERT) :
https://forms.us-cert.gov/report/

- **Within 24 hours** report incident to the Army Privacy Office at :
https://www.foia.army.mil/PATS/

- Discuss with your Privacy Officer any further actions related to this breach (e.g. individual notification)

PII Breach Reporting Process Flowchart

A BREACH OCCURS WHEN…. An actual or possible loss of control, unauthorized disclosure, or access occurs, regardless of whether exposure was internal or external.

Discoverer of the PII Breach

Your Chain of Command

ASAP

Within 1 hour

U.S. Computer Emergency Readiness Team (US-CERT) http://www.us-cert.gov

Within 24 hours

Army Privacy Office https://www.foia.army.mil/PATS/

Remedial Training

Internal/External Investigation

Work with local Privacy Office to determine notification procedures

Notify Affected Individuals

Directives: OMB M-07-16; DOD 5400.11-R (C10.6.1.2.)

Questions?

- For additional assistance please contact your local privacy officer or you may contact the Army Privacy Office at:

- **(703) 428 - 6513 or 6832 / DSN (328)**

- **Email:**
 usarmy.belvoir.hqda-oaa-aha.mbx.rmda-foia-privacy-alert@mail.mil

- Additional information and training can be found on the following website:

https://www.rmda.army.mil/privacy/RMDA-PO-Guidance.html

https://www.rmda.army.mil/privacy/RMDA-PO-Training.html